

County APPROVAL AND REPORTING PROCEDURES FOR COUNTY FOREST LANDS

This procedure should be used to process Timber Sale Notice and Cutting Report (Forms [2460-1](#) and 2460-1A) for timber sales on lands entered under the County Forest Law.

A region may establish additional review of timber sales to deal with sensitive sale areas or other issues. The Bureau of Forestry may identify specific concerns and negotiate additional protocol with a specific region.

The Timber Sale Notice, Part A, is submitted for approval before advertising a sale. The gray portion of the form (Part B) is filed once the tract has been sold. The Cutting Report (final or partial) is completed and submitted upon completion of the sale or 24 months after filing of the Timber Sale Notice, Part B, whichever applies.

Timber Sale Notice (Part A)
(White)

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| County Forest Administrator | 1. Prepares original and file copy of Forms 2460-1 and 2460-1A, and attaches sale map. Forwards original Form 2460-1, including sale map and compartment recon update (Form 2400-26) to DNR liaison forester. |
| DNR Liaison Forester | 2. Reviews; recommends approval or disapproval. Forwards to supervisor. |
| Forestry Team Leader | 3. Reviews and approves or disapproves. If questions arise, contacts area forestry leader for consultation. Sales occurring in sensitive areas should be considered for additional review by the regional forestry leader and/or Bureau of Forestry prior to approval. If approved, forwards to data entry.

Sensitive areas include intensive recreational use areas, Class A aesthetic zones, adjacent to wild rivers, etc. |
| Data Entry | 4. Enters data into computer and keeps one copy. Returns approved (initialed) Forms 2460-1 and 2460-1A directly to DNR liaison forester for further processing. Can be entered directly by the DNR forester at a service center with prior approval. |
| DNR Liaison Forester | 5. Forwards forms to county forest administrator for further processing. |
| County Forest Administrator | 6. Proceeds to negotiate or advertise sale as approved. |

Timber Sale Notice (Part B)
(Gray)
(Notification of Sale)

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| County Forest Administrator | 7. Completes the original and file copy of Form 2460-1. Forwards original Form 2460-1 to DNR liaison forester. |
| DNR Liaison Forester | 8. Reviews for approval or disapproval, and forwards to regional data entry. |
| Data Entry | 9. Enters Part B information into computer. Retains one copy for files and returns original to DNR liaison forester. Can be entered directly by the DNR forester at a service center with prior approval. |
| DNR Liaison Forester | 10. Forwards original Form 2460-1 to county forest administrator. |

Timber Sale Handbook

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| County Forest Administrator | 11. Files original Form 2460-1 for use when cutting is reported. |
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Cutting Report - Partial (Blue)

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| County Forest Administrator | 12. Within two years of filing Notice (Part B), completes original and file copy of Form 2460-1. Forwards original to DNR liaison forester. |
| DNR Liaison Forester | 13. Verifies report accuracy. If accurate, initials Form 2460-1 and forwards it to data entry. |
| Data Entry | 14. Enters Partial Cutting Report into computer. Retains one copy for files and forwards original Form 2460-1 to DNR liaison forester. Can be entered directly by the DNR forester at a service center with prior approval. |
| DNR Liaison Forester | 15. Forwards original Form 2460-1 to county forest administrator for further processing. |
| County Forest Administrator | 16. Files original Form 2460-1 for use in filing Final Cutting Report. |

Cutting Report - Final (Blue)

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| County Forest Administrator | 17. Completes original and file copy of Form 2460-1 and updated compartment recon (Form 2400-26). Routes original to DNR liaison forester. |
| DNR Liaison Forester | 18. Verifies report accuracy, initials Form 2460-1 and forwards it and Form 2400-26 to data entry. |
| Data Entry | 19. Enters information into computer and sends original Forms 2460-1 and 2400-26 to DNR liaison forester. Can be entered directly by the DNR forester at a service center with prior approval. |
| DNR Liaison Forester | 20. Forwards the original Form 2460-1 to the county forest administrator. |
| County Forest Administrator | 21. Files Form 2460-1 in permanent timber sale file. |